

City of Kelso  
Janitorial Services Contract  
Q&A #2



**Posted: September 5, 2019**

1. As it is listed in the Request for Proposals there is a yearly requirement to strip and wax all floors according to manufacturer recommendation. What floors would this pertain to? I didn't see any wood floors.

This pertains to the tile on the second floor of the train depot.

2. Is the requirement to oil woodwork pertaining to all the wainscoting and benches at the train station?

Yes

3. Are we expected to do all the interior windows in the atrium all the way up?

Please refer to Q&A #1

4. Are the vacuums on site the property of the current contracted cleaners?

Yes

5. Are you expecting a bid from the current company?

We have not been notified either way

6. Jason was under the impression the the operations center was only 3 days a week and nothing in the shop. In the bid proposal it lists it Mon-Fri and including the shop. Will this be an increase from the current contract, meaning the shop will need more attention the first visit?

This is a two day increase in visits. It may need a little more attention. The office area and a 20 ft swath bordering the office area are all that is included in the Operations location.

7. If the bid is accepted, how soon would we be notified?

No later than, end of day, September 12th.

8. In my other contracts we are expected to dust desks without moving paperwork. Would you expect the same or to move and tidy all desks?

The same, dust without disturbance.

9. Do you perform a performance review at all? Is it quarterly or yearly if so? Or how would feedback be received?

You will be expected to complete checklists that are reviewed by a representative from each area. You will be assigned one main contact who will let you know if there are deficiencies or urgent requests and who also will take action on input received from you.

10. Is it correct to assume we are responsible for outdoor garbage receptacles as well?

Yes

11. Would you like to receive the bids by email or in person?

Please refer to page 1 of the RFP, which states all bids are required to be sealed and labeled, which requires delivery by mail or in person.

12. What days and what time can we start and by when does the cleaning have to be done, for the City Hall/ Police Department, Train Depot, Library, Operations?

Please refer to Q&A #1